**Present**: Heather Davis Schmidt, Linda Simon, Barb Rasmussen, Molly Iverson, Nicole Schreckendgust, Sarah Conkle, Shannon Fiebelkorn, Stacey Rossmiller, Carl Thornblade, Catherine (Carrie) Sweatland, Amy Smart, Michelle Thornblade, Susie Mueller

**Absent:** Leon Slater, Dave Rott, Andrea Schuelter, Jackie Smith, Tracy Ursery

1. Brief introductions and connection to committee was done around the table.
2. Brief re-cap of the previous meeting: Linda
   * Copies of meeting notes provided and are posted on the Wiki site.
   * Time had been spent on introductions, sharing about reason to volunteer, response to documentary and information about the present district allergy procedures.
   * Group brainstormed re: greatest concerns and barriers to addressing those concerns
   * Group prioritized above and will focus on training and communication issues starting with training this April meeting
3. Agenda for today. Will discuss training issues. Prior to this issue, brief time set aside to discuss the following. A committee member has expressed concern re: district serving peanut butter and jelly sandwiches (pre-wrapped and made commercially). We would like to get a sense of extent of concern both in number of members and where in list of priorities further discussion should occur.
   * Concern was expressed by multiple members; the subject will need further discussion
   * Amount of time left this school year was identified with inability to meet over the summer with sufficient participation and likelihood of needing more time for proper discussion was identified as an issue.
   * It was decided that the issue would be discussed in the fall although if there is sufficient time at the end of the May meeting (communication being the central topic) it may be discussed then as well.
4. Training issues: Discussion and lists re: what topics need to be covered in trainings, who would get training in any/all of those topics, training formats, when training should occur and how training could occur. In addition, a “communication parking lot” was listed for issues to be discussed on next meeting.

**Training Issues**

1. What to include
2. Who
3. How-what method(s)
4. How often
5. Ideas to achieve
6. Strategies for barriers

**WHAT**

* Levels of Training
  + Highest Level

Ana recognition

How to read plan and expect to follow

Epi Ad

Read Label

Prevention techniques

Communication techniques

Risk factors

**How often/when**

* Options
  + All full training August
  + Class teacher full training August
  + Class teacher during year
  + In person “info” from parent/nurse
  + Staff with contact full training August

**Highest Level-Who**

(Not just with known allergies)

* ALL teachers and substitutes
* ALL secretaries and substitutes
* Nurses and substitutes
* Principals
* Assistant Principals
* Deans
* ALL Food Service Department
* Noon duties
* Paras and substitutes
* Coaches
* Bus Drivers

**2nd Level**

* Volunteers for field trips
* Student-Awareness
  + Be a pal-age appropriate
* Awareness
  + Classroom volunteers

**WHO-**

* Other students
* Teachers (OT, PT, ST)
* Counselors
* Support Staff
  + Noon duties
  + Lunch duties
  + Bus drivers
  + Specials
  + Para educators
* Coaches
* Parent Volunteers
* Secretaries
* Principals
* Sub secretaries
* Other parents

**Ideas Re: Training**

Script

EMS

PowerPoint

Use volunteers for training

Script/tools

Parent volunteers

For Kids

Counselors

Librarian

**Communication: “Parking Lot”**

* Playground flip book info
* Between teachers and substitutes
* Parent volunteers in classroom
* 504’s
* Noon duties on kid specific-504’s at school start
* Anyone who sends snacks
* Drills
  + Adding parent communication to 504’s
* Expectation of the following plan
  + Zangle/food
  + Bus drivers-no food
* Health plan dissention
* Consistent Procedures

1. **Next Steps**

* Linda will write meeting notes, send and post
* Increase offer to schools for training
* Consider adding additional training topics identified
* Amy/Shannon will update the FARE “responsibilities” in a new draft
* Sarah will look at communication issues as a way of preparing for next meeting
* May 20th Tuesday 4-6 pm next meeting